

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

69

March 23, 2004

FROM: **GERRY NEWCOMBE**, Deputy Administrative Officer
County Administrative Office

SUBJECT: WORKSHOP REGARDING MASTER SPACE PLAN FOR SAN BERNARDINO

RECOMMENDATION: Conduct workshop on the Master Space Plan for San Bernardino and provide direction to staff regarding selection of preferred scenario to meet future space needs.

BACKGROUND INFORMATION: The County retained the architectural and planning firm of Gensler & Associates to conduct a detailed analysis of space needs for County departments in San Bernardino and to map out a plan for meeting those needs. Gensler's tasks included:

- Determine five and ten year space needs for all County departments/functions located in the City of San Bernardino.
- Analyze functional groupings of departments, recommend appropriate adjacent locations, and define criteria for acquisition of needed space.
- Analyze existing County-owned buildings for condition and potential improvements.
- Develop criteria for comparison of alternatives for lease, purchase and lease back, and build-to-suit leaseback options.
- Compare proposals/sites to new construction or modification/expansion of existing space.

This workshop is to present the consultant's final report and recommendations that have been designed to meet the County's five and ten year space needs in San Bernardino. Some of the consultant's findings include:

- The County's facilities are generally in good condition.
- Some buildings require specific Mechanical/Electrical/Plumbing upgrades.
- The County currently occupies space at approximately 315/SF/Person in owned buildings and 250/SF/Person in leased buildings.
- The allocation of space is highly uneven and work environments require upgrades, particularly with regard to ADA regulations, technology, and compliance with space utilization targets.
- The County has ample land to accommodate growth.
- The local real estate market is characterized by low supply and demand.
- Growth rates are projected to be 1.58% the first five years and 2% for the second five years.

Page 1 of 2

Record of Action of the Board of Supervisors

69

**BOARD OF SUPERVISORS
WORKSHOP REGARDING MASTER SPACE PLAN FOR SAN BERNARDINO**

March 23, 2004

Page 2 of 2

69

Some of the consultant's recommendations include:

- Align general fund departments to owned space (190,000 SF).
- Move reimbursed departments to leased space (125,000 SF).
- Restack existing space to improve quality, consistency and efficiency (move from 315/SF/Person to 275/SF/Person by 2007 – 448,000 SF).
- Sell properties that can generate revenue and are not in line with portfolio goals (125,000 SF).
- Demolish facilities in very poor condition (Gilbert Street).
- Co-develop/lease reimbursed space (102,097 SF in 2007 and 166,725 SF in 2012).
- Build general funded space (from 62,609 SF to 172,649 SF depending on the scenario selected in 2012).

Four possible scenarios will be presented to the Board to meet the combinations of leasing and building new space. The primary difference between the scenarios is the location of the construction of new buildings (utilizing property on Lena Road, or just using land adjacent to the Government Center). The phasing and financial plan will depend on the scenario selected.

REVIEW BY OTHERS: Work on this master space plan project was managed by a steering committee that included representatives from Architecture and Engineering, Board of Supervisors, County Administrative Office, Facilities Management, Real Estate Services Department, and the City of San Bernardino, Redevelopment Agency. This item has been reviewed by the County Administrative Office (Janet Lowe, Administrative Analyst) on February 25, 2004.

FINANCIAL IMPACT: There is no financial impact on the general fund to conduct this workshop and provide direction to staff. Costs to implement the master space plan scenarios are detailed in the report on file with the Clerk of the Board, and future costs to the County will depend on the preferred scenario selected by the Board of Supervisors.

SUPERVISORIAL DISTRICT(S): Fifth

PRESENTER: Gerry Newcombe, 387-9046

69